



Residence Housekeeper/Chef

Applications are invited for a fixed-term Housekeeper/Chef position for a private executive residence in Karori. This position is responsible for the presentation of the entire residence to an excellent standard at all times, including providing cooking, cleaning and housekeeping services.

Hours worked are 40 hours per week, to be worked Monday to Friday. Work start and finish times may vary, depending on the events schedule. The employee may be required to work after hours, weekends, and public holidays. Specific hours to be worked will be set by agreement between the Employer and the Employee.

This is very much a hands-on role, suitable for a creative all-rounder with a passion for providing exceptional customer service who can demonstrate previous experience in a high profile residence in housekeeping and food preparation. High attention to detail and the capability to work independently and multi-task is a must for this role. The role requires cooking and event management experience, as the Housekeeper/Chef prepares meals for the residence and guests and assists external caterers at formal functions, including official and private events. The position is responsible for cleaning the entire residence, laundering clothing, ironing, and other housekeeping duties. The position is also responsible for ensuring the efficient operation of the residence including overseeing event contractors, and household budgeting and reporting.

The starting salary for this position is \$22.00 NZD/hour

*If you are not a New Zealand citizen or permanent resident, you **must have a current valid work permit** to be eligible to apply for this position and be prepared to complete full medical and security background checks.*

A copy of the full job description and the “Application for Employment” (DS-174 form) are available at http://newzealand.usembassy.gov/job_opportunities.html

If you meet all the eligibility criteria for this role, please complete and submit your application form, cover letter, and CV to:

HR Assistant
Email: Wellington.HR@state.gov

Applications close Friday, 18 September 2015.

Note: Only short listed applicants will be contacted regarding the next phase of the selection process